

## 3.9 OPPORTUNITIES FOR FEDERAL CIVIL SERVICE EMPLOYMENT

### **Veterans Preference and Direct Appointment Authority for Federal Employment**

Applying for a job with the federal government is different than applying for a private sector position.

As a veteran, you may have an advantage applying for work with the federal government. Not only do certain veterans get extra points for veteran status in the selection process, but they also receive credit for their time in the military toward federal years of service for seniority and retirement. Keep in mind that there may be an application/employment waiting period for some veterans. Retirees have different rules which apply to them. Check the Transition website for the most current information.

By law, qualified veterans with a service-connected disability or who served on active duty in the United States Armed Forces during certain specified time periods or in military campaigns may be entitled to preference over non-veterans both in federal civil service hiring and/or in retention during reductions in force.

### **Federal Application Procedure**

In the past, the United States Federal Government required job applicants to submit a standardized application form known as the SF-171. Today you can apply for most federal jobs with a resume or an optional application (OF-612). The Office of Personnel Management (OPM), which is the government's hiring authority, now accepts resumes. Check the job posting/announcement to see which format and method of delivery they prefer.

Even if you submit a general application form, you may also be required to submit additional information targeted for each position—for example: OF-612, computer scan forms, etc. However, the resume will be considered the primary application.

If an applicant simply submits a regular resume they will never be referred and never qualify for any federal position. Resumes must be targeted and be completely tailored to the position. Federal resumes could be several pages in length as opposed to the preferred one page by private sector employers. Be sure to read the job announcement carefully to see all of the requirements for submitting an application.

There is computer software available at most Transition Offices which will enable you to use electronic versions of Federal Employment forms and/or help you with your resume or application.

## What A Resume For Federal Employment Must Contain

Read the job announcement carefully. You may lose consideration for a job if your resume or application does not provide all the following information and any additional information requested in the job announcement.

### Job Information

- Announcement number, title and grade(s) of the job for which you are applying

### Personal Information

- Full name, mailing address (with zip code) and day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship. Most Federal jobs require United States citizenship
- Veterans' preference
- Reinstatement eligibility (if requested, attach SF 50 proof of your career or career-conditional status)
- Highest Federal civilian grade held. Also give job series and dates held

### Education

- High school (name, city, state, zip code)
- Date of diploma or GED
- Colleges and universities (name, city, state, zip code)
- Major subjects studied
- Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Send a copy of your college transcript only if the job vacancy announcement requests it

### Work Experience

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions)
- Job title (include series and grade if Federal job)
- Duties and accomplishments
- Employer's name and address
- Supervisor's name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary
- Indicate whether they may contact your current supervisor

### Other Qualifications

- Job-related training courses (title and year)
- Job-related skills, for example: other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments, for example: publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested)

**Mary LouAnne Jenkins**

123 Pearl Street

Rockville, Maryland 12345

Telephone: Daytime (111) 222-3333 / Evenings (444) 555-6666

Email: MaryLou@email.com

SSN: 123-45-6789

**PROFESSIONAL OBJECTIVE**

Equal Employment Specialist, GS-260-12, DD Form 0028

**SUMMARY**

- Over 15 years of professional experience with the public.
- Personable and persuasive in communicating creatively with thousands of customers from all cultures and economic levels.
- Proven skill in persevering to solve customer's problems.
- Self-motivated and confident in making independent decisions.
- Very well organized and able to meet deadlines.

**PERSONAL INFORMATION**

Country of Citizenship: United States of America.

Veteran Status: 10 Point Veteran (see attached documentation).

Reinstatement Status: Not Eligible.

Civil Service Status: No prior civil service appointment.

**WORK EXPERIENCE****Equal Employment Opportunity (EEO) Counselor, October 19XX to present**

United States Air Force

123 Alameda Avenue

Lowry Air Force Base, Colorado 12345

\$29,000 per annum/plus excellent benefits/40 hours per week

Doug Ridenour (999) 989-9898

- Assist employers with equal employment opportunity (EEO) complaints, question and inquiries.
- Supervise a staff of five. Coordinate work schedules, organized work flow, trained new personnel, and served as office manager.
- Orient new employees in personnel procedures and EEO guidelines.
- Instruct military training regarding EEO procedures and activities.
- Counsel military members in their rights and responsibilities concerning on-the-job problems and issues.
- Organize administrative processing of EEO claims, increased the productivity of the EEO section by 45 percent.

## Mary LouAnne Jenkins

page 2

### **Personnel Director, March 19XX to September 19XX**

Balvin Corporation

123 Westcliff Street

Council Bluffs, Iowa 12345

\$27,000 per annum/40 hours per week

Michelle Owens (123) 456-7890 (contact encouraged)

- Resolved wide range of customer problems, applying diplomacy and assertiveness to: personnel actions, salary and payment problems, management decisions, and culture/communication barriers.
- Organized the logistics of speaking engagements and investment seminars: location, catering, seating, lecture, speakers, travel.
- Maintained extensive financial records regarding individual and corporate clients.
- Supervised the personnel office operations. Reviewed personnel files, updated training records, recorded personnel actions and supervised the hiring/firing process.

### **Personnel Director, January 19XX to February 19XX**

ABC Corporation

1234 Jenson Avenue

Minneapolis, Minnesota 54321

\$23,000 per annum/40 hours per week

Jerry McMond (333) 567-8900 (contact encouraged)

- Supervised 20 personnel clerks in the performance of their duties.
- Developed and administered a new filing system.
- Monitored the office budget and initiated all work orders and purchase requisitions.

### **EDUCATION**

M.A., Public Relations - University of California, Santa Barbara, 19XX

B.A., Humanities - University of California, Santa Barbara, 19XX

A.A.S., Personnel Management - California Community College, 19XX

High School Diploma - Bellview High School, Bellview, California, 19XX

Additional course work in psychology and business management. Elected to

Phi Delta Kappa academic honor society. Graduated Magna Cum Laude.

### **TRAINING**

Legalities of EEO, 19XX

EEO Grievance Process Training, 19XX

Total Quality Management Techniques, 19XX

Managing Diversity, 19XX

Personnel Management for Business, 19XX

## Mary LouAnne Jenkins

*page 3*

### **ADDITIONAL SKILLS**

Fluent in Spanish, French and English  
Proficient in Macintosh and IBM Hardware  
Efficient in the use of MS Word, WordPerfect and Harvard Graphics  
Typing Speed: 85 words per minute

### **MEMBERSHIPS**

Member of the Air Force Reserve  
Member of the Rockville Chamber of Commerce  
Elected treasurer of local Civic Association 3-year term  
Voted to Board of Directors for Rockville Methodist Church 1-year term  
President of PTA 2-years consecutively

### **CERTIFICATE/LICENSURE**

Certificate of Qualification for EEO Operations, 19XX

### **HONORS, AWARDS AND SPECIAL ACCOMPLISHMENTS**

Air Force Achievement Medal, 19XX  
Published Management Techniques in Personnel Today Magazine, 19XX  
Letter of Appreciation for Outstanding Performance, 19XX

## Filling Out the Optional Application for Federal Employment — OF-612

Transition offices may offer assistance in completing a federal application and in composing resumes for Federal employment.

Here are some tips for filling out the OF-612 and the additional knowledge, skills and abilities narratives required in most case-examining job announcements. An example of the expanded format which may be used in preparing the work experience blocks follows the tip section.

1. Plan carefully. Your OF-612 is the first thing a prospective employer sees; apply the concept you are preparing “an interview on paper.”
2. Prepare your basic or “master” OF-612 after reviewing the X-118 Handbook and some current announcements in your field. The X-118 is a qualifications information source which is available in most CPOs and transition centers or libraries. For Wage Grade or Blue Collar information, use the X-118 C.
3. The announcement may detail Knowledge, Skills and Abilities (KSAs) which must be documented on plain paper.
4. Prepare a separate narrative on each “selective” or “quality ranking” or KSA factor as stated in the job announcement. This could make the difference in whether or not you are considered for the position. A typed supplemental statement relating your experience to these factors helps avoid having to tailor your OF-612 each time you apply for different positions. Include concrete examples of work performed. The same information may need to be repeated to address multiple KSAs within the same application.
5. Block 8, “Work Experience,” is the most important part of your OF-612. Neglecting to provide complete information for jobs similar to the one sought could cause you to be disqualified for the positions. Start each section of Item 8 with duties, which are what you do for your employer; list all key duties, including those not listed in your position description.
6. Follow the brief Duties narrative with a series of “bullet” entries which are concrete examples of WHAT you did, HOW OFTEN, HOW MUCH money or HOW MANY units of activities were produced, WHO you dealt with inside and outside the organization, and WHY the activity was done—i.e., how your product was used by others. Work from most important to least important examples.
7. Next, in each section include accomplishments, which are things you did which were above and beyond what is normally expected of you; describe those accomplishments which represent your highest skills. You may indicate major accomplishments after each work experience block.



8. Start with your most recent job which is similar to the work sought. **YOU NO LONGER HAVE TO GO BACK 10 YEARS.** Other work experience may either be summarized in one additional block, or you may continue to add new blocks as far back as needed.
9. Work performed as a volunteer may also be used to demonstrate your qualifications for a position. Remember to include volunteer or unpaid work experience that is related to the position for which you are applying.
10. A key item to provide on your OF-612 is evidence that you have progressed in each job, as well as from one job to the next. Clearly describe how you have assumed more responsibilities or more demanding duties with each job.
11. Use separate experience blocks for each employer, promotion, substantial salary change, job reassignment, or detail.
12. In Item 2, fill in the lowest grade level shown on the announcement you will accept. If qualified, you may be considered for grade levels above the level you indicated.
13. In Item 12, list degrees you expect to receive within nine months of the date of your application. Education may be substituted for experience, but experience is the major factor for most evaluations.
14. In Item 13, indicate any special qualifications, skills, and accomplishments: memberships, publications, presentations, letters of commendation, certificates, nominations, honors, awards, etc. Do not attach copies unless instructed to do so.
15. After you complete your OF-612, save the original. You will probably be able to use it for other, similar jobs. Photocopies are acceptable, but each copy must be signed and dated in ink. Fill in the job for which you are applying (Item 1), and the vacancy announcement number (Item 3), and the signature and date (Item 18) at the time of application.
16. You may be able to claim 5-point veteran preference/direct appointment authorities, if entitled to it, on Item 15 of the OF-612, **BEFORE RECEIVING YOUR DD Form 214.** This has been established in an OPM directive to federal agencies. You must provide proof of preference in competitive examining prior to entry. You can not claim 10-point preference without the documentation noted on the Standard Form 15, Application for 10-Point Veteran Preference.

*Transition offices offer assistance in completing a federal application and in composing resumes for federal employees.*